



Joseph V. Doria, Jr.
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/18/08

JOB TITLE: Housing Management Officer II

RANGE: (11)

DIVISION: Property Management

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Conduct financial reviews of HMFA-financed properties to determine compliance, document and follow up on all variations to policy and/or operating budget; review and analyze operating budget and audited financial statements; monitor and follow up on all requests for disbursements from operating and escrow funds; perform physical and follow up inspections for assigned developments; prepare project status reports; participate in conferences and site meetings; draft internal and external correspondence; review HMFA Board action items; and perform annual Management Agent evaluations.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree and five (5) years of related housing management experience; or an equivalent combination of education and experience that meets the required knowledge, skills, and abilities.

SKILLS:

Knowledge of real estate property management procedures; Federal and New Jersey laws affecting multi-family dwellings; HUD occupancy requirements; New Jersey building and construction codes; accounting procedures and practices. Proficiency in Microsoft Office environment. Ability to communicate effectively, orally and in writing. Other requirements: some travel is required.

BENEFIT

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.